

2013
SYEC Youth Education and Employment Services RFQ
The last day to ask questions is February 11, 2013 at 5:00 p.m.

QUESTIONS AND ANSWERS

Questions Received from January 17, 2013 to January 22, 2013 (Posted January 25, 2013)			
Question #	Date Received	Question	Response
1.	1/22/13	Can a business that is for-profit apply or can they apply in partnership with a not-for-profit business?	Yes, this Request for Qualifications (RFQ) is open to agencies doing business as non-profit, public, or private entities or a combination thereof. Refer to Guidelines and Application document (page 13), section: Agency Eligibility.
Information Session on January 29, 2013 (Posted February 4, 2013)			
2.	1/29/13	Do the five-year and three-year experience requirements for staff refer to experience working with youth, youth employment, or both?	<p>The criteria for a strong application includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project lead has a minimum of five years experience in managing education and employment programs that deliver services to youth ensuring the targeted outcomes are met. <input type="checkbox"/> Other staff has a minimum of three years experience delivering outreach, assessment and case management, job development, employment and education services ensuring youth meet target outcomes. <p>However, the manager might have a specialty in one area and the staff in another, or both.</p>
3.	1/29/13	Please clarify the timelines for tracking clients. Does the year required for follow up begin from initial point of entry to the program?	Generally, youth are in the program for approximately two years with a third year follow up, after the youth exits the program.
4.	1/29/13	How do we determine the cost of services and cost efficiencies? Does the City specify the amount?	The Human Services Department (HSD) does not specify the amount. Build your budget based on your cost of doing business.

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5.	1/29/13	Looking at the case load of 45 with 10 youth in follow up --- in the first year there will be no youth to follow up with or will agencies inherit youth already in service.	There may or may not be youth to follow up with. Until the funding awards are made there is no way of knowing whether a new agency would inherit currently enrolled or follow-up youth from another agency that does not continue to contract with the city. HSD is committed to a thoughtful transition plan that best meets the individual needs and service plan of currently enrolled youth.
6.	1/29/13	Who are the current SYEP subcontractors and what can you tell us about them?	The three current SYEP subcontractors are Youth Care serving out-of-school youth, MetroCenter YMCA and SeaMar serving in-school youth. These subcontractors may or may apply to this RFQ and their contracts end on 6/30/13. The City of Seattle also provides services for in and out-of school youth.
7.	1/29/13	Because new contractors may inherit youth from other agencies, does the application need to address how the agency would deal with this group of clients?	If it appears that youth transition will be an issue, HSD will request information from applicants concerning their ability and plan for serving currently enrolled youth during the interviews. HSD is committed to a thoughtful transition plan that best meets the individual needs and service plan of currently enrolled youth.
8.	1/29/13	Is the available \$320,000 to be apportioned in any particular way between in-school and out-of-school services?	HSD plans to continue with 87 in-school youth and 51 out-of-school youth for next year. The funding is currently \$162,000 for in-school youth and \$157,000 for out-of-school youth. This is subject to any changes required by the Workforce Development Council during the contract negotiations with HSD in May 2013.

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9.	1/29/13	Can applicants choose to provide services for either in-school or out-of-school, or both?	Yes, an applicant may choose to serve in-school youth, or out-of-school youth or both.
10.	1/29/13	Can direct expenses for youth be included in agency budgets, such as stipends, tuition, or wages?	Yes, the applicant's proposed budget should include youth stipend, tuition, or wages. HSD anticipates providers will utilize community referral services in meeting the support needs of the youth served in becoming successful.
11.	1/29/13	Please clarify the projected annual outcome figures in the chart on page 12.	The outcomes for in-school and out-of-school youth reflected in the charts are the outcomes in the current three subcontractor contracts. In May 2013, HSD will renegotiate the contract with the Workforce Development Council and the outcomes may change.
12.	1/29/13	What is the maximum amount of the total \$320,000 available that one agency can apply for?	We don't anticipate awarding the full \$320,000 to one agency since the intent is to meet the needs of diverse populations.
13.	1/29/13	Are any estimates available on unit cost/year to provide these services?	No, please use your cost of doing business to create your proposed program annual budget.
14.	1/29/13	How do we document the barriers that youth face? Should agencies continue to document barriers eligible youth are struggling with beyond the intake and registration time, e.g. drop out, child abuse situation? Some of this information is acquired over the course of months of serving youth.	More detailed information is available on the Workforce Development Council website about eligibility criteria which includes at least one barrier to education or employment success. It is understood that additional information about individual client circumstances and barriers are acquired as the relationship is built. Documentation of this additional information in the youth case notes should be done on an ongoing basis to support service needs and program evaluation.

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15.	1/29/13	Should any costs related to the SKIES database be included in the proposed agency budgets?	No, SKIES is a web-based system. HSD and the Workforce Development Council will provide any needed staff training and technical assistance.
16.	1/29/13	Regarding the education and employment outcome data referred to on pgs. 22-23, is the two-year time frame for data applicable only to current contractors? Do you want other data about our other services?	New applicants should submit the best outcome data they have for the services they have provided in the past two years that are most similar to the education and employment services in the RFQ. Current subcontractors should only submit outcome data for their employment and education services provided as a part of their contract with HSD for the past two years.
17.	1/29/13	We work in partnership with other organizations to produce youth outcomes. We do not have the data on the youth outcomes, as it is tracked after our services are provided. Can we submit this data?	Yes, if you are proposing to partner with another agency in the RFQ or if this is the best data available to demonstrate you are capable of meeting youth outcomes.
Questions 18 and 19 received February 4, 2013 to February 7, 2013 (Posted February 8, 2013)			
18.	2/4/13	Are youth who do not have proof of their ability to work legally in this country eligible for this program?	No, a youth is not eligible without proof of legality to work in this country. Documentation can take the form of the Social Security Card and either a School ID, Academic History or WA ID and sometimes just the Permanent Resident Card.
19.	2/6/13	Was attendance at the information session mandatory before applying for the RFQ? If not, where can I get information?	Attendance at the information session was not mandatory. The information about the RFQ is on the HSD website, http://www.seattle.gov/humanservices/funding/ .